

Berkhamsted Town Council Model Publication Scheme

Website: www.berkhamsted.gov.uk

email: berkhamsted.towncouncil@dacorum.gov.uk

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		10 pence per A4 sheet for hard copy. Free from Web site
Who's who on the Council and its Committees	From Web site or Office	
Contact details for Town Clerk and Council members	From Web site or Office	
Location and accessibility of Council Office	From Web site or Office	
Staffing structure	From Web site or Office	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Clerk's Office	10 pence per A4 sheet
Finalised budget	Web site or Office	
Precept	Web site or Office	

Borrowing Approval letter	The Council has no borrowings	
Financial Standing Orders and Regulations	Clerk's Office	
Grants given and received	Clerk's Office and from Committee minutes on the website	
List of current contracts awarded and value of contract	Clerk's Office	
Members' allowances and expenses	Clerk's Office	
External and Internal Auditors reports	Clerk's Office	
Financial records and accounts	Clerk's Office	
VAT records	Clerk's Office	
Class 3 – What our priorities are and how we are doing		
Parish Plan	Clerk's Office	Free
Annual Report to Town Meeting (current and previous year as a minimum)	Clerk's Office	Free
Quality status	Clerk's Office Achieved in 2006	
Local charters drawn up in accordance with DCLG guidelines	A copy of the Parish Charter can be obtained from the Clerk's Office	Free
Current Strategic Plan	Clerk's Office	
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web site, Clerk's Office and on Notice boards	10p per A4 sheet for hard copy

Meetings Agenda	Web site, Clerk's Office and on Notice boards	Free
Meeting Minutes	Web site, Office and on Notice boards	Free
Reports presented to council meetings	Only from the Clerk's Office	10p per A4 sheet
Responses to consultation papers	Clerk's Office	ditto
Responses to planning applications	Clerk's Office and minutes of Town Planning meetings on the website	ditto
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Standing Orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Available only from the Clerk's Office	10 p per A4 sheet
Records management policies (records retention, destruction and archive)	Available only from the Clerk's Office	10 pence per A4 sheet
Data protection policies	Ditto	Ditto
Schedule of charges (for the publication of information)	Ditto	ditto
Class 6 – Lists and Registers		
Assets Register	Clerk's Office	20 pence

		per A3 sheet
Register of members' interests	Clerk's Office	Viewing only
Register of gifts and hospitality	Clerk's Office	ditto
Class 7 – The services we offer		
Allotments	Clerk's Office	10 pence per A4 sheet
Seating, litter bins, clocks, and lighting	Clerk's Office	Ditto
Bus shelters	Clerk's Office	Ditto
Agency agreements	Clerk's Office	ditto
Public Office and Council Chamber	Clerk's Office	
Information and Help point	Clerk's Office	

Contact details: Alan Kemp, Clerk to the Town Council, Civic Centre, 161 High Street, Berkhamsted
HP4 3HD 01442 228945

Town Council Notice Boards can be found at the following locations:

**Outside Berkhamsted Civic Centre
Outside Berkhamsted Library
Outside Berkhamsted Railway Station
On the outside wall of Waitrose**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white) A4 or 20p per sheet A3	Agreed by Council.
	Postage	Actual cost of Royal Mail standard 2 nd class